

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I (Supervisory)	HQ/Budgets/Budget Policy & Development Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Manager I (Supervisory)	900-082-4800-045	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Chief, Budget Policy & Development Branch (SSM II), the incumbent is directly responsible for the supervision of assigned budget analysts in the development and preparation of the Department of Transportation's State Operations (support) budget for inclusion in the annual Governor's Budget. The incumbent is also responsible for the oversight of assigned program areas budget allocations by reconciling allocations to the State operations appropriations; and consolidating, analyzing, reporting, and evaluating support expenditures and projections prepared by the Department's programs. This position requires consistent attendance and overtime.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Under the direction of the Chief, Budget Policy & Development Branch (SSM II), the incumbent is directly responsible for the supervision of assigned budget analysts in the development and preparation of the Department of Transportation's State Operations (support) budget for inclusion in the annual Governor's Budget. The incumbent is also responsible for the oversight of assigned program areas budget allocations by reconciling allocations to the State operations appropriations; and consolidating, analyzing, reporting, and evaluating support expenditures and projections prepared by the Department's programs. This position requires consistent attendance and overtime.
40% E	Provides guidance to assigned staff in the development and maintenance of the Department's support budget allocations. This includes, but is not limited to: monitoring, implementing and conferring with programs/districts regarding current year budget allocations, verification of resources, and analysis of impact of changes; ensuring the allocations are balanced and reconciled to the Governor's Budget appropriations; monitoring statewide expenditures by program, category of expenditure, and fund source; collaborating with budget managers and budget representatives in verifying month-end results in order to calculate monthly projections; and evaluating expenditures and projections for accuracy and consistency against encumbrances, and prior-year expenditures.
10% M	Develop, analyze and review special reports and projects related to the support budget for the Directorate, DOF, STA, LAO, and Legislature.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises Associate Budget Analyst staff and provides direction to program staff on budget policy and support expenditure issues, and is also responsible for providing administrative and policy guidance to others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must have knowledge of the State's budget development process and requirements; the State Administrative Manual; DOF requirements; Governor's Office, STA and departmental budget policies; research methods and techniques, computerized models to research or analyze data; and the Department's mission, goals and objectives. Incumbent should be familiar with the legislative process and its corresponding impact upon the budget process as well as the sources of funding. Employee must have the ability to plan, organize, and prioritize complex and sensitive workload issues to complete complex assignments; prepare and present technical information in a format suitable for management reporting; analyze information and make recommendations; communicate effectively with individuals and groups, both orally and in writing; and establish and maintain cooperative working relationships.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is charged with ensuring the technical integrity of the Department's final Governor's Budget. Failure to ensure this final product complies with established requirements could result in the Department's inability to provide an acceptable budget product for the DOF, STA, and legislative review and approval.

This position is also charged with ensuring that the resources allocated to major support programs are fully used to ensure the delivery of transportation services to the public. Poor judgment could result in an over expenditure of appropriations, which could compromise the credibility of the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent has daily contact with departmental program managers and top management regarding budget issues, and has frequent contact with the DOF and LAO on departmental budget matters. Relationships with outside agencies have a major impact on the Department's credibility and frequently affect the ability of the Department to influence public policy. As such, these interactions must always be handled with the utmost professionalism.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must be able to perform effectively under rigid time constraints, high stress levels, and work pressure. Incumbent will be expected to manage multiple tasks and critical deadlines that frequently involve tight deadlines, overtime, conflict, and tensions associated with producing and maintaining the departmental budget.

Employee must have the ability to do the following: sit for long periods of time using a keyboard and video display terminal; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multi-task; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity while remaining optimistic and persistent even under adversity.

WORK ENVIRONMENT

Employee will work in a six-story, climate-controlled office under artificial light. Working hours will be Monday-Friday and set sometime between 7:30 a.m. and 5:30 p.m. Overtime is required. Assignments are wide, varied, and complex, involving tight deadlines, overtime, conflict, and the associated stress and tension in developing and monitoring the budget.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE